



CIVIL SERVICE COMMISSION

Kitsap County Courthouse • 614 Division Street, MS-23A • Port Orchard, WA 98366 • (360) 337-7185 • Fax: (360) 337-7187

Timothy Thomas
Robert Forbes
John Poppe

KITSAP COUNTY SHERIFF'S CIVIL SERVICE COMMISSION MEETING

DATE: Tuesday, September 13, 2022
TIME: 9:00 am
LOCATION: Virtual Zoom Meeting

AGENDA

1. Review and Approval of Minutes of **July 15, 2022** meeting
2. Review Classifications for Minimum Qualification Changes to:
 - a. Lateral Deputies (Deputy Sheriff 2)
 - a. Current Classification
 - b. Proposed Changes
 - c. Agency Comparisons
 - b. Deputy Sergeants
 - a. Current Classification
 - b. Proposed Changes
 - c. Agency Comparisons
 - c. Lateral Corrections Officers (Corrections Officer 2)
 - a. Current Classification
 - b. Proposed Changes
 - c. Agency Comparisons
 - d. Corrections Sergeants
 - a. Current Classification
 - b. Proposed Changes
 - c. Agency Comparisons

3. Review and Adopt two new Classifications in Civil Service – Programs Coordinator and Programs Analyst – Keri Sieckowski to Discuss
4. Review extension of the Corrections Sergeant Register which expired on 8/6/22
5. Other Business – Recruitment Update
6. Adjournment

Classification Specification

Class Summary

Under the direction of the assigned supervisor, the incumbent in this position is a commissioned law enforcement officer that performs journey-level law enforcement duties involving the protection of life and property, the enforcement of laws and ordinances, the maintenance of order, the investigation of crime, and related work as required. It is required to work both independently and as part of a team. The Sheriff's Office operates 24 hours per day 7 days a week, including weekends and holidays

Distinguishing Characteristics

The Deputy Sheriff 2 is the second level in a two-level classification series. The Deputy Sheriff 2 classification is distinguished from the Deputy Sheriff 1 classification by performance of more complex law enforcement duties than that of the entry level Deputy Sheriff 1. Work is performed under regular or frequent supervisory review for adherence to policy, authority, and procedures of the Sheriff's office.

Examples of Duties (May vary by position)

- Patrol designated areas of the County in a police patrol vehicle and/or on foot to deter and discover crime. Patrol a designated area of the County in a patrol car, boat, or on a motorcycle to enforce traffic and parking ordinances and investigate collisions.
- Perform on-scene investigations at crime scenes.
- Aid persons in trouble and render other public services as needed.
- Operate a radar unit to confirm speed violations.
- Routinely check vehicle identification against current list of stolen vehicles and identification of violator against list of outstanding arrest warrants.
- Issue citations to violators of state laws and County ordinances; serve warrants of arrest; arrest persons on misdemeanor and felony charges; handcuff, search, and secure arrested persons.
- Complete necessary reports concerning alleged crimes and available evidence and witnesses.
- Serve subpoenas, garnishments, writs of execution, writs of attachment, writs of restitution, orders of sale and various other civil processes issued by the courts.
- Respond to reports of possible crime and take action as the situation requires securing the scene.
- Locate and interview victims, witnesses, and suspects.
- Gather evidence and arrest suspects; complete incident and arrest reports, conduct searches.
- Investigate persons suspected of being engaged in crime and ascertain and secure evidence pertaining to alleged crime and arrest suspects for probable cause.
- Respond to collision scenes; administer emergency first aid and summon aid cars or other patrol units for assistance in treating the injured and controlling the scene.
- Interview principals and witnesses, make general drawings of accident scenes noting details and complete a standard accident report, testify in court.
- Issue citations or make arrests as the situation warrants.
- Interview persons with complaints or inquiries, give information on laws and ordinances, and attempt to resolve the problem or to direct them to proper authorities.
- When assigned to the jail, is responsible for the care and custody of incarcerated inmates and to maintain security of the jail as prescribed by standard operating procedures.
- Perform guard duty at hospitals and in court. Transfer inmates to and from jail and courts.
- Conduct thorough investigations of reported crimes appropriate to their assignment.
- Arrange line-ups for victims and witness identification.
- Prepare case files detailing all aspects of an investigation and present it through the chain of command to a prosecuting attorney.

- Develop street contacts to obtain information about crime; maintain contact with paroled criminals and suspects at large.
- Perform undercover and decoy work; check known and possible stolen property outlets.
- Receive training in the safety and use of firearms and other weapons.
- May perform specialized duties depending on individual officer's background and ability, and the needs of the department.
- May be assigned as Field Training Officers to more junior Deputy Sheriffs and may perform specialized duty assignments, such as K-9 or Investigator.
- Perform other related duties as assigned.

Knowledge, Skills and Abilities (May vary by position)

Knowledge of:

- Federal, state and local laws.
- Law enforcement practices and techniques, specifically those relating to criminal investigation and report writing.
- General principles of criminal investigation.
- Techniques of interviewing and interrogation.
- Identification and preservation of physical evidence.
- National Incident Management System (NIMS)

Skills and/or Ability to:

- Appear for scheduled shifts with regular, predictable and punctual attendance.
- Work various shifts, weekends, holidays and overtime as required.
- Be of service to a diverse population, respecting others values, cultures and/or backgrounds.
- Establish and maintain effective working relationships with others using tact, courtesy and good judgment.
- Interacts with others in a way that gives them confidence in one's intention and those of the organization.
- Effectively plan, prioritize, organize and complete multiple tasks within prescribed timeframes.
- Use independent judgment in deciding courses of action handling difficult and emergency situations without assistance.
- Meet minimum department standards on firearms qualifications and accurately fire weapons in stressful situations.
- Read, write and speak the English language so as to be easily understood (RCW 41.14.100).
- Compose and prepare incident reports, logically organizing details.
- Operate standard office equipment such as personal computer/word processor, calculators, copiers and telephone system.
- Maintaining confidentiality and integrity of sensitive criminal history and related law enforcement agency information, data, files and systems
- Read, understand, interpret and apply relevant federal and state laws, county ordinances and established principles, practices, policies and procedures of law enforcement.
- Physically perform assigned duties and essential functions of the position.
- Learn and use investigative techniques and procedures.
- Satisfactorily complete prescribed courses of training at the academy and during in-service training programs within prescribed timeframes.
- Compose and prepare incident reports, logically organizing details.

Desirable Qualifications

Required Education and Experience.

- High school diploma or General Education Degree (GED); AND
- One year of employment as a full-time (full police powers) commissioned law enforcement officer for a state police/patrol, county sheriff's office or municipal police agency; AND
- Successfully completed an agency's law enforcement patrol FTO and probationary program; AND

- Applicants must be currently employed or not be separated from employment for more than one year as a full-time, commissioned law enforcement officer by a state police/patrol, county sheriff's office or municipal police agency at the time of application.
- Applicants will be disqualified if they have resigned in lieu of being terminated for cause or were discharged for disqualifying misconduct from a full-time commissioned law enforcement position, in accordance with RCW 43.101.

Preferred Education and Experience. Two years of college level coursework in the area of corrections, law enforcement, law and justice, police science, social services, or related field from a college or university accredited by the US Department of Education.

Prior to employment the successful candidate must:

- Complete the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy (WSCJTC BLEA) or equivalency if applicable.
- Pass multi-phased testing process including a written examination, physical agility, oral board interview, credit and criminal background check through law enforcement agencies and a truth verification examination.
- Pass a LOEFF II medical/physical and psychological evaluation requirements.
- In accordance with RCW 41.14.100, applicants must be 21 years of age, a citizen of the United States, and able to read, write and speak the English language so as to be easily understood.
- Submit driving record review to verify eligibility to drive for Kitsap County.

At time of appointment the successful candidate must:

- Possess a valid Washington State Driver's License.
- Be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Sheriff's Office Vehicle Operation Policies in the operation of a motor vehicle on County business.

Other Position Related Information

Incumbents in this position:

- Are classified as eligible for overtime under the Fair Labor Standards Act (FLSA)
- Are covered under a collective bargaining agreement.
- Must wear the office issued uniform.

Positions in this class typically require:

- Work in vehicle and in an office setting.
- Assist in emergency situations dealing with stressful, violent and combative situations.
- Safely operate an emergency vehicle in dangerous climates and situations.
- Walking, standing, sitting, digital dexterity, talking, hearing and seeing all for extended periods of time.
- Sufficient strength and flexibility including running, jumping, balancing, climbing, crawling, kneeling, bending stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling in order to physically subdue, apprehend and restrain prisoners or suspects in a variety of volatile, possibly dangerous situations.
- Visual acuity is required to conduct investigations of traffic accidents and crime scenes and operate mobile data terminals. (Visual acuity cannot be worse than 20/100 in each eye without correction and corrected to 20/20 in the better eye and 20/30 in the lesser eye.)
- Substantial in-person contact with the public, suspects, prisoners and other law enforcement agencies requires that the incumbent hear voice communication and respond appropriately.
- Wearing protective equipment as required by the Department.
- Exposure to the hazards associated with all weather conditions, disasters (natural and manmade) and traffic.

Classification Specification

Class Summary

Under the direction of the assigned supervisor, the incumbent in this position is a commissioned law enforcement officer that performs journey-level law enforcement duties involving the protection of life and property, the enforcement of laws and ordinances, the maintenance of order, the investigation of crime, and related work as required. It is required to work both independently and as part of a team. The Sheriff's Office operates 24 hours per day 7 days a week, including weekends and holidays

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- Issue citations to violators of state laws and County ordinances; serve warrants of arrest; arrest persons on misdemeanor and felony charges; handcuff, search, and secure arrested persons.
- Complete necessary reports concerning alleged crimes and available evidence and witnesses.
- Serve subpoenas, garnishments, writs of execution, writs of attachment, writs of restitution, orders of sale and various other civil processes issued by the courts.
- Respond to reports of possible crime and take action as the situation requires securing the scene.
- Locate and interview victims, witnesses, and suspects.
- Gather evidence and arrest suspects; complete incident and arrest reports, conduct searches.
- Investigate persons suspected of being engaged in crime and ascertain and secure evidence pertaining to alleged crime and arrest suspects for probable cause.
- Respond to collision scenes; administer emergency first aid and summon aid cars or other patrol units for assistance in treating the injured and controlling the scene.
- Interview principals and witnesses, make general drawings of accident scenes noting details and complete a standard accident report, testify in court.
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- Interview persons with complaints or inquiries, give information on laws and ordinances, and attempt to resolve the problem or to direct them to proper authorities.
- When assigned to the jail, is responsible for the care and custody of incarcerated inmates and to maintain security of the jail as prescribed by standard operating procedures.
- Perform guard duty at hospitals and in court. Transfer inmates to and from jail and courts.
- Conduct thorough investigations of reported crimes appropriate to their assignment.
- Arrange line-ups for victims and witness identification.
- Prepare case files detailing all aspects of an investigation and present it through the chain of command to a prosecuting attorney.

- Develop street contacts to obtain information about crime; maintain contact with paroled criminals and suspects at large.
- Perform undercover and decoy work; check known and possible stolen property outlets.
- Receive training in the safety and use of firearms and other weapons.
- May perform specialized duties depending on individual officer's background and ability, and the needs of the department.
- May be assigned as Field Training Officers to more junior Deputy Sheriffs and may perform specialized duty assignments, such as K-9 or Investigator.
- Perform other related duties as assigned.

Knowledge, Skills and Abilities (May vary by position)

Knowledge of:

- Federal, state and local laws.
- Law enforcement practices and techniques, specifically those relating to criminal investigation and report writing.
- General principles of criminal investigation.
- Techniques of interviewing and interrogation.
- Identification and preservation of physical evidence.
- National Incident Management System (NIMS)

Skills and/or Ability to:

- Appear for scheduled shifts with regular, predictable and punctual attendance.
- Work various shifts, weekends, holidays and overtime as required.
- Be of service to a diverse population, respecting others values, cultures and/or backgrounds.
- Establish and maintain effective working relationships with others using tact, courtesy and good judgment.
- Interacts with others in a way that gives them confidence in one's intention and those of the organization.
- Effectively plan, prioritize, organize and complete multiple tasks within prescribed timeframes.
- Use independent judgment in deciding courses of action handling difficult and emergency situations without assistance.
- Meet minimum department standards on firearms qualifications and accurately fire weapons in stressful situations.
- Read, write and speak the English language so as to be easily understood (RCW 41.14.100).
- Compose and prepare incident reports, logically organizing details.
- Operate standard office equipment such as personal computer/word processor, calculators, copiers and telephone system.
- Maintaining confidentiality and integrity of sensitive criminal history and related law enforcement agency information, data, files and systems
- Read, understand, interpret and apply relevant federal and state laws, county ordinances and established principles, practices, policies and procedures of law enforcement.
- Physically perform assigned duties and essential functions of the position.
- Learn and use investigative techniques and procedures.
- Satisfactorily complete prescribed courses of training at the academy and during in-service training programs within prescribed timeframes.
- Compose and prepare incident reports, logically organizing details.

Desirable Qualifications

Required Education and Experience.

- High school diploma or General Education Degree (GED); AND
- ~~One year of employment as a full-time (full police powers) commissioned law enforcement officer for a state police/patrol, county sheriff's office or municipal police agency; AND~~
- Complete Washington State Criminal Justice Training Commission (CJTC) Law Enforcement Basic Academy or equivalency academy that is recognized by the CJTC; AND
- Successfully completed an agency's law enforcement patrol FTO and probationary program; AND

- Successfully complete WSCJTC Equivalency Academy within one year of hire
- Applicants must be currently employed or not be separated from employment for more than one year as a full-time, commissioned law enforcement officer by a state police/patrol, county sheriff's office or municipal police agency at the time of application.
- Applicants will be disqualified if they have resigned in lieu of being terminated for cause or were discharged for disqualifying misconduct from a full-time commissioned law enforcement position, in accordance with RCW 43.101.

Preferred Education and Experience. Two years of college level coursework in the area of corrections, law enforcement, law and justice, police science, social services, or related field from a college or university accredited by the US Department of Education.

Prior to employment the successful candidate must:

- Complete the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy (WSCJTC BLEA) or equivalency if applicable.
- Pass multi-phased testing process including a written examination, physical agility, oral board interview, credit and criminal background check through law enforcement agencies and a truth verification examination.
- Pass a LOEFF II medical/physical and psychological evaluation requirements.
- In accordance with RCW 41.14.100, applicants must be 21 years of age, a citizen of the United States, and able to read, write and speak the English language so as to be easily understood.
- Submit driving record review to verify eligibility to drive for Kitsap County.

At time of appointment the successful candidate must:

- Possess a valid Washington State Driver's License.
- Be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Sheriff's Office Vehicle Operation Policies in the operation of a motor vehicle on County business.

Other Position Related Information

Incumbents in this position:

- Are classified as eligible for overtime under the Fair Labor Standards Act (FLSA)
- Are covered under a collective bargaining agreement.
- Must wear the office issued uniform.

Positions in this class typically require:

- Work in vehicle and in an office setting.
- Assist in emergency situations dealing with stressful, violent and combative situations.
- Safely operate an emergency vehicle in dangerous climates and situations.
- Walking, standing, sitting, digital dexterity, talking, hearing and seeing all for extended periods of time.
- Sufficient strength and flexibility including running, jumping, balancing, climbing, crawling, kneeling, bending stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling in order to physically subdue, apprehend and restrain prisoners or suspects in a variety of volatile, possibly dangerous situations.
- Visual acuity is required to conduct investigations of traffic accidents and crime scenes and operate mobile data terminals. (Visual acuity cannot be worse than 20/100 in each eye without correction and corrected to 20/20 in the better eye and 20/30 in the lesser eye.)
- Substantial in-person contact with the public, suspects, prisoners and other law enforcement agencies requires that the incumbent hear voice communication and respond appropriately.
- Wearing protective equipment as required by the Department.
- Exposure to the hazards associated with all weather conditions, disasters (natural and manmade) and traffic.

**ORIGINAL
DEPUTY SERGEANT**Classification Specification

OVERVIEW

This is a responsible supervisory law enforcement position for the Kitsap County Sheriff's Office. The Sergeant supervises subordinate staff and manages unit activities, tasks, projects and programs as assigned by a superior officer. Additionally, the sergeant is responsible for providing training and completing investigations and research as assigned. This position is included in the Classified Service of the Kitsap County Civil Service program in accordance with the provisions of RCW Chapter 41.14.

Distinguishing Characteristics

The Sergeant classification is a stand alone first line working supervisor classification utilized in the Kitsap County Sheriff's Office distinguished by responsibility for supervision of Deputy Sheriff's, other subordinate officers, non-commissioned staff and their activities as assigned by superior officer(s). The Sergeant is given considerable latitude for independent judgment, initiative and resourcefulness in performing his/her duties while developing new or improved techniques and methods of obtaining effective results and overcoming unusual problems within departmental policies and regulations. Work is reviewed by the superior officers through reports, meetings, conferences, and evaluated for results obtained and fulfillment of program objectives consistent with department policies and regulations.

QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS**Required Education and Experience**

- A current Deputy Sheriff with the Kitsap County Sheriff's Office; **AND**
- A minimum of five years as a commissioned Deputy Sheriff with the Kitsap County Sheriff's Office.

Required Licenses, Certificates, Examinations/Tests and Other Requirements

Please note: *The incumbent is responsible for obtaining and maintaining all of the following required licenses, certifications and other requirements.*

Prior to employment the successful candidate must:

- Be certified as eligible on the Civil Service Register per Civil Service Rules.
- Be in accordance with RCW 41.14.100, applicants must be 21 years of age, a citizen of the United States, and able to read, write and speak the English language so as to be easily understood.
- Meet the driving record review to verify their eligibility to drive.

At time of appointment the successful candidate must:

- Possess a valid Washington State Driver's License
- Be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, as they apply to the Sheriff's Office operations.

- Be able to operate department vehicles and qualify on the department's EVOC courses.

Within twelve months' of employment the successful candidate must:

- Successfully complete designated first-line supervisory training. (May be extended if the selected candidate is not afforded the opportunity to attend.)

Required Knowledge, Skills and Abilities

(The Knowledge, Skills and Abilities requirements described are representative sample of those that must be met by the employee to successfully perform the essential functions of this job.)

Knowledge of:

- Federal, state and local laws.
- Routine law enforcement operating procedures.
- Modern law enforcement practices and methods of controlling/enforcing laws and ordinances.
- The laws, rules and regulations of Kitsap County and the State of Washington.
- The principles of criminal investigation and preservation of physical evidence.
- The rules of evidence.
- First aid principles and skill in their application.
- Modern supervisory practices and procedures in a law enforcement environment.
- Techniques of interviewing and interrogation.
- National Incident Management System (NIMS).

Skills and/or Ability to:

- Appear for scheduled work with regular, reliable and punctual attendance.
- Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy with department personnel, other agencies and departments and the general public.
- Effectively plan, coordinate and organize work and work projects and complete tasks and projects within prescribed timeframes.
- Effectively present information and respond to questions from other criminal justice departments/agencies and the general public.
- Analyze situations quickly and objectively, recognizing actual and potential dangers and determining an appropriate course of action.

- Conduct thorough and complete interviews and investigations and analyze information obtained.
- Make independent judgments and initiate appropriate action.
- Communicate both orally and in writing with clarity.
- Prepare and maintain accurate records and reports of activities and write effective business correspondence.
- Operate standard office equipment such as a computer, copy/fax machine, calculator including keyboarding/typing accurately and efficiently.
- Two-way radio, mobile data terminal and other related technology.
- Operate a motor vehicle under adverse conditions.
- Accurately fire weapons under adverse conditions.
- Plan, supervise, schedule, and evaluate the work of subordinates effectively.
- Read and interpret information related to laws, court decisions and new procedures and accurately convey this information to subordinates.
- Effectively, lead, supervise, train and motivate subordinates.
- Exercise skill in the use and care of firearms.
- May be required to work all shifts (day, swing and/or graveyard on a rotating basis) and may be required to work holidays, weekends and over 40 hours in a work week.

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Positions in this class typically require:

- Work is performed in a variety of settings including an office, a patrol car and residential, commercial and remote locations in all weather conditions.
- When responding to emergencies, exposure to physical hazard may occur from various sources including violent individuals, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, drugs/drug paraphernalia, traffic, and crime scenes in general.
- Requires mental alertness and composure to manage and quickly respond to such hazards and to engage in face-to-face interactions and confrontations with hostile or emotionally distraught individuals.
- Requires occasional bending/stooping/twisting/climbing while conducting investigations or during surveillance.

- Physical exertion is required for lifting /carrying/pushing/pulling various equipment and materials, which may often be in excess of 100 pounds with or without assistance.
- Requires ability to sustain pursuits on foot over rough terrain and while driving safely.
- Sufficient strength and flexibility including running, jumping, balancing, climbing, crawling, kneeling, bending stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling in order to physically subdue, apprehend and restrain prisoners or suspects in a variety of volatile, possibly dangerous situations.
- Visual acuity is required to conduct investigations of traffic accidents and crime scenes and operate mobile data terminals. (Visual acuity cannot be worse than 20/100 in each eye without correction and corrected to 20/20 in the better eye and 20/30 in the lesser eye.)
- Substantial in-person contact with the public, suspects and other law enforcement agencies requires the ability to communicate clearly and effectively.
- Substantial in-person contact with the public, suspects, prisoners and other law enforcement agencies requires that the incumbent hear voice communication and respond appropriately in-person, phone and two-way radio communications.
- Requires strong hand-eye coordination and ability to carry and accurately fire weapons.
- Assist in emergency situations dealing with stressful, violent and combative situations.
- Safely operate an emergency vehicle in dangerous climates and situations.
- Walking, standing, sitting, digital dexterity, talking, hearing and seeing all for extended periods of time.
- Wearing protective equipment as required by the Department.
- Exposed to the hazards associated with all weather conditions and traffic.

Physical Requirements

ILLUSTRATIVE EXAMPLE OF DUTIES

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of the class.)

Essential Job Functions:

- Supervise assigned uniformed and non-uniformed staff, including setting work priorities, planning, organizing, assigning, advising, assisting, motivating and training as necessary.
- Evaluate the work of assigned staff and participate in the selection of new employees, including making recommendations regarding hiring, discipline, transfer and termination.
- Observe and instruct subordinates in the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property.

- Motivate and lead subordinates and their activities to ensure work place safety.
- Manage assigned units. Supervise the scheduling of annual leave, compensatory time off and sick leave; maintain related records.
- Plan and prepare work schedules to ensure required shift or unit staffing; recommend alternate work schedules when appropriate to manpower and activity levels.
- Prepare objective and timely evaluation reports on subordinates; conduct evaluation interviews.
- Receive, detect and initiate investigations of employee misconduct, prepare reports and make recommendations concerning discipline for said misconduct.
- Invoke disciplinary sanctions of subordinate employees as authorized by the agency or superior officer.
- Prepare reports, memos and other documents and correspondence related to areas of assignment.
- Review reports of daily activities and other reports of subordinates.
- Review and inspect the investigative procedures followed by subordinates to determine competency and thoroughness of investigation.
- Direct the detection, collection and preservation of physical evidence as required.
- Receive verbal or written reports identifying situations that may require emergency search and rescue operation; validate existence of emergency by evaluating available information; initiate required search and rescue operations as indicated by the situation.
- Testify in court on matters arising from assigned duties.
- Assume responsibility as ranking law enforcement personnel for Sheriff's Office in the absence of other senior officers.
- Identify training needs and assist in providing training to subordinates in all areas of their work.
- Assist subordinates in understanding law enforcement principles and procedures and other police-related subjects. Control and provide training for subordinates to help assure bias or prejudice is not tolerated.
- Keep informed of new techniques, court decisions and laws through publications and in-service training.
- Convey information to subordinates.
- Analyze situations, including emergency and disaster situations, quickly and objectively and determine appropriate courses of action.
- Subdue, apprehend and restrain prisoners or suspects in a variety of volatile, possibly dangerous situations.

- When needed or assigned, may be required to perform any or all of the essential functions of a Deputy Sheriff including responding to emergency situations.
- Operate a motor vehicle in the performance of assigned duties, including maintaining Emergency Vehicle Operation Certification.
- Effectively operate a two-way radio, mobile data terminal and other related technology.
- Keep current on federal, state and local laws and regulations and the policies and procedures of the Kitsap County Sheriff's Office.
- Accurately handle, qualify with and use weapons, including batons, handguns, rifles, shotguns, tasers and other weapons common to law enforcement.
- Maintain awareness of crime trends and patterns and direct subordinates accordingly.
- Recommend new or revised work methods and procedures.
- Supervise and coordinate activities relating to 911 calls, Mutual Aid request, prisoner transfer, call out of specialized department units.
- Participate in public information programs and meets with citizen groups to discuss and attempt to resolve problems related to law and justice and the maintenance of public peace and safety.
- Serve various civil processes issued by the courts.

Other Job Duties:

- May perform specialized duties depending on individual's background, interests and ability and the needs of the department.
- Perform other related duties as assigned.

OTHER POSITION RELATED INFORMATION

Positions in the classification are:

- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)
- Covered under a collective bargaining agreement.

Classification Specification

OVERVIEW

This is a responsible supervisory law enforcement position for the Kitsap County Sheriff's Office. The Sergeant supervises subordinate staff and manages unit activities, tasks, projects and programs as assigned by a superior officer. Additionally, the sergeant is responsible for providing training and completing investigations and research as assigned. This position is included in the Classified Service of the Kitsap County Civil Service program in accordance with the provisions of RCW Chapter 41.14.

Distinguishing Characteristics

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QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS**Required Education and Experience**

- A current Deputy Sheriff with the Kitsap County Sheriff's Office; **AND**
- ~~A minimum of five~~**Five** years as a commissioned law enforcement officer, which must include three years of experience as a Deputy Sheriff ~~at the~~ with the Kitsap County Sheriff's Office.

Required Licenses, Certificates, Examinations/Tests and Other Requirements

Please note: *The incumbent is responsible for obtaining and maintaining all of the following required licenses, certifications and other requirements.*

Prior to employment the successful candidate must:

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- The principles of criminal investigation and preservation of physical evidence.
- The rules of evidence.
- First aid principles and skill in their application.
- Modern supervisory practices and procedures in a law enforcement environment.
- Techniques of interviewing and interrogation.
- National Incident Management System (NIMS).

Skills and/or Ability to:

- Appear for scheduled work with regular, reliable and punctual attendance.
- Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy with department personnel, other agencies and departments and the general public.
- Effectively plan, coordinate and organize work and work projects and complete tasks and projects within prescribed timeframes.
- Effectively present information and respond to questions from other criminal justice departments/agencies and the general public.

- Analyze situations quickly and objectively, recognizing actual and potential dangers and determining an appropriate course of action.
- Conduct thorough and complete interviews and investigations and analyze information obtained.
- Make independent judgments and initiate appropriate action.
- Communicate both orally and in writing with clarity.
- Prepare and maintain accurate records and reports of activities and write effective business correspondence.
- Operate standard office equipment such as a computer, copy/fax machine, calculator including keyboarding/typing accurately and efficiently.
- Two-way radio, mobile data terminal and other related technology.
- Operate a motor vehicle under adverse conditions.
- Accurately fire weapons under adverse conditions.
- Plan, supervise, schedule, and evaluate the work of subordinates effectively.
- Read and interpret information related to laws, court decisions and new procedures and accurately convey this information to subordinates.
- Effectively, lead, supervise, train and motivate subordinates.
- Exercise skill in the use and care of firearms.
- May be required to work all shifts (day, swing and/or graveyard on a rotating basis) and may be required to work holidays, weekends and over 40 hours in a work week.

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Positions in this class typically require:

- Work is performed in a variety of settings including an office, a patrol car and residential, commercial and remote locations in all weather conditions.
- When responding to emergencies, exposure to physical hazard may occur from various sources including violent individuals, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, drugs/drug paraphernalia, traffic, and crime scenes in general.
- Requires mental alertness and composure to manage and quickly respond to such hazards and to engage in face-to-face interactions and confrontations with hostile or emotionally distraught individuals.

- Requires occasional bending/stooping/twisting/climbing while conducting investigations or during surveillance.
 - Physical exertion is required for lifting /carrying/pushing/pulling various equipment and materials, which may often be in excess of 100 pounds with or without assistance.
 - Requires ability to sustain pursuits on foot over rough terrain and while driving safely.
 - Sufficient strength and flexibility including running, jumping, balancing, climbing, crawling, kneeling, bending stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling in order to physically subdue, apprehend and restrain prisoners or suspects in a variety of volatile, possibly dangerous situations.
 - Visual acuity is required to conduct investigations of traffic accidents and crime scenes and operate mobile data terminals. (Visual acuity cannot be worse than 20/100 in each eye without correction and corrected to 20/20 in the better eye and 20/30 in the lesser eye.)
 - Substantial in-person contact with the public, suspects and other law enforcement agencies requires the ability to communicate clearly and effectively.
 - Substantial in-person contact with the public, suspects, prisoners and other law enforcement agencies requires that the incumbent hear voice communication and respond appropriately in-person, phone and two-way radio communications.
 - Requires strong hand-eye coordination and ability to carry and accurately fire weapons.
 - Assist in emergency situations dealing with stressful, violent and combative situations.
 - Safely operate an emergency vehicle in dangerous climates and situations.
 - Walking, standing, sitting, digital dexterity, talking, hearing and seeing all for extended periods of time.
 - Wearing protective equipment as required by the Department.
 - Exposed to the hazards associated with all weather conditions and traffic.

Physical Requirements

ILLUSTRATIVE EXAMPLE OF DUTIES

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of the class.)

Essential Job Functions:

- Supervise assigned uniformed and non-uniformed staff, including setting work priorities, planning, organizing, assigning, advising, assisting, motivating and training as necessary.
- Evaluate the work of assigned staff and participate in the selection of new employees, including making recommendations regarding hiring, discipline, transfer and termination.

- Observe and instruct subordinates in the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property.
- Motivate and lead subordinates and their activities to ensure work place safety.
- Manage assigned units. Supervise the scheduling of annual leave, compensatory time off and sick leave; maintain related records.
- Plan and prepare work schedules to ensure required shift or unit staffing; recommend alternate work schedules when appropriate to manpower and activity levels.
- Prepare objective and timely evaluation reports on subordinates; conduct evaluation interviews.
- Receive, detect and initiate investigations of employee misconduct, prepare reports and make recommendations concerning discipline for said misconduct.
- Invoke disciplinary sanctions of subordinate employees as authorized by the agency or superior officer.
- Prepare reports, memos and other documents and correspondence related to areas of assignment.
- Review reports of daily activities and other reports of subordinates.
- Review and inspect the investigative procedures followed by subordinates to determine competency and thoroughness of investigation.
- Direct the detection, collection and preservation of physical evidence as required.
- Receive verbal or written reports identifying situations that may require emergency search and rescue operation; validate existence of emergency by evaluating available information; initiate required search and rescue operations as indicated by the situation.
- Testify in court on matters arising from assigned duties.
- Assume responsibility as ranking law enforcement personnel for Sheriff's Office in the absence of other senior officers.
- Identify training needs and assist in providing training to subordinates in all areas of their work.
- Assist subordinates in understanding law enforcement principles and procedures and other police-related subjects. Control and provide training for subordinates to help assure bias or prejudice is not tolerated.
- Keep informed of new techniques, court decisions and laws through publications and in-service training.
- Convey information to subordinates.
- Analyze situations, including emergency and disaster situations, quickly and objectively and determine appropriate courses of action.

- Subdue, apprehend and restrain prisoners or suspects in a variety of volatile, possibly dangerous situations.
 - When needed or assigned, may be required to perform any or all of the essential functions of a Deputy Sheriff including responding to emergency situations.
 - Operate a motor vehicle in the performance of assigned duties, including maintaining Emergency Vehicle Operation Certification.
 - Effectively operate a two-way radio, mobile data terminal and other related technology.
 - Keep current on federal, state and local laws and regulations and the policies and procedures of the Kitsap County Sheriff's Office.
 - Accurately handle, qualify with and use weapons, including batons, handguns, rifles, shotguns, tasers and other weapons common to law enforcement.
 - Maintain awareness of crime trends and patterns and direct subordinates accordingly.
 - Recommend new or revised work methods and procedures.
 - Supervise and coordinate activities relating to 911 calls, Mutual Aid request, prisoner transfer, call out of specialized department units.
 - Participate in public information programs and meets with citizen groups to discuss and attempt to resolve problems related to law and justice and the maintenance of public peace and safety.
 - Serve various civil processes issued by the courts.

Other Job Duties:

- May perform specialized duties depending on individual's background, interests and ability and the needs of the department.
- Perform other related duties as assigned.

OTHER POSITION RELATED INFORMATION

Positions in the classification are:

- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)
- Covered under a collective bargaining agreement.

Deputy Sargeant Requirements					
	Kitsap	Snohomish	Mason	Bremerton	Port Orchard
Min. Quals	Current Deputy Sheriff with the Kitsap County Sheriff's Office	Must hold the rank of Deputy Sheriff in Snohomish County Sheriff's Office		Must hold the rank of Corporal at the time of examination	Graduation from Washington State Police Academy or state-approved equivalent. Washington State CJTC certification through first-line supervisor level is required within one year of promotion date
Experience	Minimum of five years as a commissioned Deputy Sheriff with the Kitsap County Sheriff's Office	At least 5 years of current experience at the rank of Sheriff Deputy as of the closing date for filing of applications - 3 years experience as a sworn officer in another police agency may be substituted for one year of this experience requirement	Must have 1 year of experience in the current position before eligible to apply for a promotion	Two years college level police science or related field, or equivalent training and experience, AND 5 years full-time paid commissioned law enforcement experience. Hold a Washington State Peace Officer Certification	Any combination of education & experience equivalent to 3 years experience as a commissioned law enforcement officer with the PO police department or 5 years experience as a WA certified peace officer
Pref. Quals					Experience in diverse assignments in patrol, investigations, and community policing/proactive response , AA degree in Management, Public Administration, Criminal Justice or a related field



Original CORRECTIONS OFFICER 2

Classification Specification

Class Summary

Under the direction of the assigned supervisor, the incumbents perform booking, searching, releasing, transportation, supervision, and security work for the Sheriff's Office Jail. Employees are expected to handle a variety of potentially volatile and dangerous situations in a calm and competent manner. Employees in this classification are responsible for the operation of the Sheriff's Office Jail on a 24-hour, 7 day a week basis. Work is reviewed by the Corrections Sergeant through observation and evaluation of demonstrated ability to handle a variety of work situations

Distinguishing Characteristics

The Corrections Officer 2 is second level class in a two-level classification series. The Corrections Officer 2 classification is distinguished from the Corrections Officer 1 classification by the ability to perform more complex work than that of the entry level Corrections Officer 1. Employees in this class perform first-level, varied correctional institution duties. It is required to work both independently and as part of a team.

Required Education and Experience

- High school diploma or General Education Degree (GED); AND
- One year of full-time experience as a federal, state, county, or municipal Corrections Officer; AND
- Completion of Washington State Criminal Justice Corrections Academy or completed the Department of Corrections CORE program, after 2010 or have an equivalent certification from another state recognized basic corrections academy; AND
- Successful completion of the agency's corrections FTO or probationary programs.

Note: Applicants that have been separated from employment for more than one year as a federal, state, county or municipal Corrections Officer do not qualify for the lateral position and can apply for the Corrections Officer 1 position.

Applicants will be disqualified if they have resigned in lieu of being terminated for cause or were discharged for disqualifying misconduct from a correctional or other law enforcement position, in accordance with RCW 43.101.

Preferred Education, Experience and Other Qualifications

- One year of college level coursework in the area of corrections, law enforcement, law and justice, police science or social services related to correctional rehabilitation from a college or university accredited by an agency recognized by the US Department of Education.

Required Licenses, Certificates, Examinations/Tests and Other Requirements

Please note: The incumbent is responsible for obtaining and maintaining all of the following required licenses, certifications and other requirements.

Prior to employment the successful candidate must:

- Washington State Criminal Justice Corrections Academy or completed the Department of Corrections CORE program after 2010, or have an equivalent certification from another state recognized basic corrections academy.

- Must pass multi-phased testing process including a written examination, physical agility, oral board interview, credit and criminal background check through law enforcement agencies and a lie detection examination.
- Pass medical/physical and psychological evaluation requirements.
- Submit official transcripts from an accredited college or university.
- Submit a copy of their State employment driving record to verify their eligibility to drive for Kitsap County.
- In accordance with RCW 41.14.100, applicants must be a citizen of the United States or a lawful permanent resident who can read and write the English language.

At time of appointment the successful candidate must:

- Possess a valid Washington State Driver's License.
- Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

Within one year of employment the successful candidate must:

- Successfully pass probation attaining career service status.

During employment the successful candidate must:

- Complete the Washington State Criminal Justice Training Commission Corrections Officers Academy (WSCJTC COA) or equivalency if applicable

Examples of Duties (May vary by position)

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Duties:

- Receive prisoners into custody.
- Input personal data and information into the computer terminal and required logs.
- Check computer for outstanding warrants and serve warrants, subpoenas, writs and other legal papers, search, and take identification data such as fingerprints and photographs.
- Maintain office jail records as required by law.
- Collect, record, secure, and store personal property, including money and other valuables.
- Receive and accurately record payment of bail and money intended for inmates. Take and distribute inmate commissary requests when required.
- Use independent judgment in deciding courses of action and to handle difficult and emergency situations without assistance.
- Enforce rules and Sheriff's Office Jail regulations according to Standard Operating Procedure.
- Instruct inmates on Sheriff's Office Jail regulations and procedures.
- Restrain inmates in a variety of volatile, possibly dangerous situations.
- Participate in disciplinary proceedings and hearings as assigned.
- Summon medical attention for prisoners and render first aid as necessary.
- Assume responsibility for movement of prisoners within assigned area of Sheriff's Office Jail.
 - Assign and direct work of inmate workers and other prisoners in the cleaning and maintenance of Sheriff's Office Jail areas.

- Oversee food service and assures that all utensils are returned after meals.
- Oversee activities of inmates in regard to recreation, educational classes, visitation time and counseling.
- Refer unusual problems and situations or emergencies to the Supervisors.
- Interviews with attorneys, social workers, and other authorized personnel. Screen visitors.
- Operate control room: Monitor cameras of Sheriff's Office Jail and control all entrances, doors and gates within the Sheriff's Office Jail. Watch for potentially dangerous situations and other improper Sheriff's Office Jail conditions.
- Answer phone calls and relay approved information concerning prisoners to relatives, attorneys, probation, police officers and others.
- Coordinate with various Municipal Courts, District Courts, Superior Courts, Tribal Courts and Federal Courts to assure that prisoners appear as scheduled for trial.
- Escort and transport inmates to courts and other facilities or institutions. Operate a motor vehicle to transport prisoners.
- Release inmates according to Standard Operating Procedures and established procedures for release, such as posting bond, payment of bail, and personal recognizance, as authorized by the courts.
- Process and maintain commitments according to established procedure.
- Compose and prepare written incident reports, logically organizing details concerning any problem or emergency situations or occurrences within the Sheriff's Office Jail.
- Oversee the disbursement of medications.
- Receive training in the safety and use of firearms and other weapons. Discharge firearms and other weapons accurately.
- Testify in court or at hearings.
- Read, understand and interpret law, ordinances, rules and regulations related to correctional work.

Other Job Duties:

- May perform specialized duties depending on individual officer's background and ability, and the needs of the department.
- Perform related work as required.

Knowledge, Skills, and Abilities (May vary by position)

- Federal, state and local laws.
- The problems and attitudes of people of all ethnic and economic groups in relation to law enforcement agencies.
- Appear for scheduled work with regular, predictable and punctual attendance.
- Work assigned, rotating shifts with varying days off, and are expected to be able to perform the functions and duties of all shifts in all required areas of the Sheriff's Office Jail.
- Follow a daily routine and job duties are performed according to Standard Operating Procedure (S.O.P.) and other procedures or policy changes as approved by the Superintendent of Corrections and/or Sheriff.
- Work over 40 hours in a workweek as needed.
- Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy.
- Effectively plan, prioritize, organize and complete multiple tasks within prescribed timeframes.
- Use independent judgment in deciding courses of action and to handle difficult and emergency situations without assistance.

- Analyze situations quickly and objectively, recognizing actual and potential dangers and determining an appropriate course of action.
- Communicate effectively, both in written and oral format, with a diversity of people from all racial, ethnic, and economic backgrounds, including people with social and behavioral problems.
- Read, write and speak the English language so as to be easily understood (RCW 41.14.100).
- Accept and respect the individual differences of prisoners and respond in a professional manner to their needs without the interference of personal bias.
- Be a team player that helps the organization meet its objectives.
- Positively represent the County, maintain the trust the community has placed in each of us.
- Demonstrate honest and ethical behaviors.
- Use physical restraint when necessary, but not abuse authority.
- Understand and follow verbal orders given by supervisors and written procedures and regulations.
- Maintain control of own temper to remain in charge of situation
- Make effective decisions and exercise good judgment under stressful situations or circumstances.
- Type accurately, record information correctly, answer the phone and perform any other clerical duties related to booking and releasing prisoners, court procedures, and jail record keeping. Operate a computer.
- Supervise groups of prisoners and take verbal abuse from prisoners without reacting negatively.
- Work quickly and efficiently under constantly changing job demands.
- Satisfactorily complete prescribed courses of training at the Washington State Criminal Justice Training Academy and other In-Service Training programs, within prescribed timeframes.
- Qualify in defensive tactics and hostage survival, CPR, use of an AED, and basic first aid.
- Demonstrate and exercise skill in the use, care and accurately firing firearms.
- Physically subdue and restrain inmates in a variety of volatile, possibly dangerous situations.
- Wear protective equipment as required by the Office.
- Manage face-to-face interactions and confrontations with hostile, depressed and/or otherwise emotionally distraught suspects/inmates.
- Use various equipment associated with a jail environment, in addition to equipment such as a personal computer, telephone, copiers, printers, and other applicable technical equipment.
- To drive a vehicle to off-site training facilities, seminars, academies, or in the transport of inmates to appointments.

Working Conditions/Physical Activities

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Positions in this class typically require:

- Work in a jail environment, occasionally escorting inmates to court or appointments, and occasionally working in an office setting.
- Driving a vehicle and exposure to the hazards associated with all weather conditions and traffic is necessary.

- This is a 24 hours/day, 7 day a week operation and employees rotate shifts, with varying days off.
- Sitting for extended periods of time.
- Must have sufficient strength and flexibility including running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling in order to physically subdue and restrain inmates or other individuals in a variety of volatile, possibly dangerous situations as necessary.
- Visual acuity is required to conduct investigations of jail incidents and crime scenes and operate computer equipment. (Visual acuity cannot be worse than 20/100 in each eye without correction and corrected to 20/20 in the better eye and 20/30 in the lesser eye.) No color vision deficiencies.
- Wearing protective equipment as required by the Office.
- Hear voice communication and respond appropriately and to hear and understand two-way radio communications.
- Sitting, walking or running, standing, bending, carrying light items.
- Firing a weapon.

Incumbents may be:

- Exposed to hazardous conditions where incumbents must respond to emergencies presenting physical risks from various sources including: violent suspects/inmates, variety of potential weapons, noise, chemicals, bodily secretions, and other potential situations/dangers typical to jail settings.
- Required to work shifts, overtime, holidays and weekends, and to respond to emergencies.

<https://www.kitsapgov.com/hr/Documents/Physical%20Requirements/Corrections.pdf>

Other Position Related Information

This position is:

- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)
- Covered under a collective bargaining agreement.
- Must wear the office issued uniform.
- Any conviction record may be disqualifying.
- Applicants will be disqualified who have resigned in lieu of termination, decertified by CJTC, or were discharged for disqualifying misconduct from a full-time, commissioned law enforcement position during their probationary period.

Note: Corrections Officers are required to use the minimum physical restraint necessary to preserve the security of the Sheriff's Office Jail and safety of staff and prisoners and are not allowed to carry arms or other weapons within the Sheriff's Office Jail. When commissioned and authorized, Corrections Officers will carry arms while transporting prisoners outside the Sheriff's Office Jail.

**CORRECTIONS OFFICER 2**Classification Specification

Class Summary

Under the direction of the assigned supervisor, the incumbents perform booking, searching, releasing, transportation, supervision, and security work for the Sheriff's Office Jail. Employees are expected to handle a variety of potentially volatile and dangerous situations in a calm and competent manner. Employees in this classification are responsible for the operation of the Sheriff's Office Jail on a 24-hour, 7 day a week basis. Work is reviewed by the Corrections Sergeant through observation and evaluation of demonstrated ability to handle a variety of work situations

Distinguishing Characteristics

The Corrections Officer 2 is second level class in a two-level classification series. The Corrections Officer 2 classification is distinguished from the Corrections Officer 1 classification by the ability to perform more complex work than that of the entry level Corrections Officer 1. Employees in this class perform first-level, varied correctional institution duties. It is required to work both independently and as part of a team.

Required Education and Experience

- High school diploma or General Education Degree (GED); AND
- ~~One year of full-time experience as a federal, state, county, or municipal Corrections Officer; AND-~~
- Completion of Washington State Criminal Justice Corrections Academy or completed the Department of Corrections CORE program; after 2010 or have an equivalent certification that is recognized by the CJTC from another state recognized basic corrections academy; AND
- Successful completion of the agency's corrections FTO/training/-or probationary programs.
- Successfully complete WSCJTC Equivalency Academy within one year of hire.

Note: Applicants that have been separated from employment for more than one year as a federal, state, county or municipal Corrections Officer do not qualify for the lateral position and can apply for the Corrections Officer 1 position.

Applicants will be disqualified if they have resigned in lieu of being terminated for cause or were discharged for disqualifying misconduct from a correctional or other law enforcement position, in accordance with RCW 43.101.

Preferred Education, Experience and Other Qualifications

- One year of college level coursework in the area of corrections, law enforcement, law and justice, police science or social services related to correctional rehabilitation from a college or university accredited by an agency recognized by the US Department of Education.

Required Licenses, Certificates, Examinations/Tests and Other Requirements

Please note: The incumbent is responsible for obtaining and maintaining all of the following required licenses, certifications and other requirements.

Prior to employment the successful candidate must:

- Washington State Criminal Justice Corrections Academy or completed the Department of Corrections CORE program after 2010, or have an equivalent certification from another state recognized basic corrections academy.
- Must pass multi-phased testing process including a written examination, physical agility, oral board interview, credit and criminal background check through law enforcement agencies and a lie detection examination.
- Pass medical/physical and psychological evaluation requirements.
- Submit official transcripts from an accredited college or university.
- Submit a copy of their State employment driving record to verify their eligibility to drive for Kitsap County.
- In accordance with RCW 41.14.100, applicants must be a citizen of the United States or a lawful permanent resident who can read and write the English language.

At time of appointment the successful candidate must:

- Possess a valid Washington State Driver's License.
- Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

Within one year of employment the successful candidate must:

- Successfully pass probation attaining career service status.

During employment the successful candidate must:

- Complete the Washington State Criminal Justice Training Commission Corrections Officers Academy (WSCJTC COA) or equivalency if applicable

Examples of Duties (May vary by position)

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Duties:

- Receive prisoners into custody.
- Input personal data and information into the computer terminal and required logs.
- Check computer for outstanding warrants and serve warrants, subpoenas, writs and other legal papers, search, and take identification data such as fingerprints and photographs.
- Maintain office jail records as required by law.
- Collect, record, secure, and store personal property, including money and other valuables.
- Receive and accurately record payment of bail and money intended for inmates. Take and distribute inmate commissary requests when required.
- Use independent judgment in deciding courses of action and to handle difficult and emergency situations without assistance.
- Enforce rules and Sheriff's Office Jail regulations according to Standard Operating Procedure.
- Instruct inmates on Sheriff's Office Jail regulations and procedures.
- Restrain inmates in a variety of volatile, possibly dangerous situations.
- Participate in disciplinary proceedings and hearings as assigned.
- Summon medical attention for prisoners and render first aid as necessary.

- Assume responsibility for movement of prisoners within assigned area of Sheriff's Office Jail.
 - Assign and direct work of inmate workers and other prisoners in the cleaning and maintenance of Sheriff's Office Jail areas.
- Oversee food service and assures that all utensils are returned after meals.
- Oversee activities of inmates in regard to recreation, educational classes, visitation time and counseling.
- Refer unusual problems and situations or emergencies to the Supervisors.
- Interviews with attorneys, social workers, and other authorized personnel. Screen visitors.
- Operate control room: Monitor cameras of Sheriff's Office Jail and control all entrances, doors and gates within the Sheriff's Office Jail. Watch for potentially dangerous situations and other improper Sheriff's Office Jail conditions.
- Answer phone calls and relay approved information concerning prisoners to relatives, attorneys, probation, police officers and others.
- Coordinate with various Municipal Courts, District Courts, Superior Courts, Tribal Courts and Federal Courts to assure that prisoners appear as scheduled for trial.
- Escort and transport inmates to courts and other facilities or institutions. Operate a motor vehicle to transport prisoners.
- Release inmates according to Standard Operating Procedures and established procedures for release, such as posting bond, payment of bail, and personal recognizance, as authorized by the courts.
- Process and maintain commitments according to established procedure.
- Compose and prepare written incident reports, logically organizing details concerning any problem or emergency situations or occurrences within the Sheriff's Office Jail.
- Oversee the disbursement of medications.
- Receive training in the safety and use of firearms and other weapons. Discharge firearms and other weapons accurately.
- Testify in court or at hearings.
- Read, understand and interpret law, ordinances, rules and regulations related to correctional work.

Other Job Duties:

- May perform specialized duties depending on individual officer's background and ability, and the needs of the department.
- Perform related work as required.

Knowledge, Skills, and Abilities (May vary by position)

- Federal, state and local laws.
- The problems and attitudes of people of all ethnic and economic groups in relation to law enforcement agencies.
- Appear for scheduled work with regular, predictable and punctual attendance.
- Work assigned, rotating shifts with varying days off, and are expected to be able to perform the functions and duties of all shifts in all required areas of the Sheriff's Office Jail.
- Follow a daily routine and job duties are performed according to Standard Operating Procedure (S.O.P.) and other procedures or policy changes as approved by the Superintendent of Corrections and/or Sheriff.
- Work over 40 hours in a workweek as needed.
- Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy.

- Effectively plan, prioritize, organize and complete multiple tasks within prescribed timeframes.
- Use independent judgment in deciding courses of action and to handle difficult and emergency situations without assistance.
- Analyze situations quickly and objectively, recognizing actual and potential dangers and determining an appropriate course of action.
- Communicate effectively, both in written and oral format, with a diversity of people from all racial, ethnic, and economic backgrounds, including people with social and behavioral problems.
- Read, write and speak the English language so as to be easily understood (RCW 41.14.100).
- Accept and respect the individual differences of prisoners and respond in a professional manner to their needs without the interference of personal bias.
- Be a team player that helps the organization meet its objectives.
- Positively represent the County, maintain the trust the community has placed in each of us.
- Demonstrate honest and ethical behaviors.
- Use physical restraint when necessary, but not abuse authority.
- Understand and follow verbal orders given by supervisors and written procedures and regulations.
- Maintain control of own temper to remain in charge of situation
- Make effective decisions and exercise good judgment under stressful situations or circumstances.
- Type accurately, record information correctly, answer the phone and perform any other clerical duties related to booking and releasing prisoners, court procedures, and jail record keeping. Operate a computer.
- Supervise groups of prisoners and take verbal abuse from prisoners without reacting negatively.
- Work quickly and efficiently under constantly changing job demands.
- Satisfactorily complete prescribed courses of training at the Washington State Criminal Justice Training Academy and other In-Service Training programs, within prescribed timeframes.
- Qualify in defensive tactics and hostage survival, CPR, use of an AED, and basic first aid.
- Demonstrate and exercise skill in the use, care and accurately firing firearms.
- Physically subdue and restrain inmates in a variety of volatile, possibly dangerous situations.
- Wear protective equipment as required by the Office.
- Manage face-to-face interactions and confrontations with hostile, depressed and/or otherwise emotionally distraught suspects/inmates.
- Use various equipment associated with a jail environment, in addition to equipment such as a personal computer, telephone, copiers, printers, and other applicable technical equipment.
- To drive a vehicle to off-site training facilities, seminars, academies, or in the transport of inmates to appointments.

Working Conditions/Physical Activities

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Positions in this class typically require:

- Work in a jail environment, occasionally escorting inmates to court or appointments, and occasionally working in an office setting.
- Driving a vehicle and exposure to the hazards associated with all weather conditions and traffic is necessary.
- This is a 24 hours/day, 7 day a week operation and employees rotate shifts, with varying days off.
- Sitting for extended periods of time.
- Must have sufficient strength and flexibility including running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling in order to physically subdue and restrain inmates or other individuals in a variety of volatile, possibly dangerous situations as necessary.
- Visual acuity is required to conduct investigations of jail incidents and crime scenes and operate computer equipment. (Visual acuity cannot be worse than 20/100 in each eye without correction and corrected to 20/20 in the better eye and 20/30 in the lesser eye.) No color vision deficiencies.
- Wearing protective equipment as required by the Office.
- Hear voice communication and respond appropriately and to hear and understand two-way radio communications.
- Sitting, walking or running, standing, bending, carrying light items.
- Firing a weapon.

Incumbents may be:

- Exposed to hazardous conditions where incumbents must respond to emergencies presenting physical risks from various sources including: violent suspects/inmates, variety of potential weapons, noise, chemicals, bodily secretions, and other potential situations/dangers typical to jail settings.
- Required to work shifts, overtime, holidays and weekends, and to respond to emergencies.

<https://www.kitsapgov.com/hr/Documents/Physical%20Requirements/Corrections.pdf>

Other Position Related Information

This position is:

- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)
- Covered under a collective bargaining agreement.
- Must wear the office issued uniform.
- Any conviction record may be disqualifying.
- Applicants will be disqualified who have resigned in lieu of termination, decertified by CJTC, or were discharged for disqualifying misconduct from a full-time, commissioned law enforcement position during their probationary period.

Note: Corrections Officers are required to use the minimum physical restraint necessary to preserve the security of the Sheriff's Office Jail and safety of staff and prisoners and are not allowed to carry arms or other weapons within the Sheriff's Office Jail. When commissioned and authorized, Corrections Officers will carry arms while transporting prisoners outside the Sheriff's Office Jail.

Corrections Lateral Requirements	Kitsap	Pierce	Snohomish	Mason
Min. Quals:	Completed WACJTC COA or equivalent certification from another state recognized by WACJTC	Completed the WACJTC COA or equivalent WACJTC certification as a Corrections Deputy or Completed WA CWC (Core) Academy or WACJTC approved Corrections Academy equivalency from another state	Completion of a state basic corrections officer academy	Current Corrections Officer certification by the WSCJTC or equivalent state approved corrections officer training certification from another state
			Completion of a 2 week equivalency academy with the CJTC and physical ability test is required within 6 months from the date of hire if the applicant is not already certified in the State of Washington	Successfully completed the testing process and been hired by another jurisdiction from a civil service commission certified eligibility list or other like process, & successfully completed a probationary period with the current or previous employer
Min Experience	1 year of FT experience as a federal, state, county, or municipal Corrections Officer	At least 1 year of experience supervising adult inmates and not on probation	employed as a FT, paid, corrections officer/deputy in a local, county or state corrections facility for at least 12 of the last 24 months at the time of application	Continuously employed by the present or previous employer as a FT, paid, civilian corrections officer for at least 12 months
Break in Service	Currently employed or not separated for more than one year	Currently employed FT with a city, county, state or federal correctionsal agency at time of application		
Pref. Quals	1 year of college level coursework in corrections, law enforcement, social services, or related field		At least 1 year of work experience as police or military police officer, probation officer, jail attendant	
Hiring Incentives	\$15,000 hiring, \$10,000 retention			\$5,000 hiring bonus, additional \$5,000 after 36 months



Classification Specification

2 - d

ORIGINAL CORRECTIONS SERGEANT

OVERVIEW

Under direction of assigned supervisor, the incumbent supervises Corrections Officers in the operation of the Kitsap County Jail and affiliated programs; trains, schedules and assigns work to jail staff; determines or communicates policies, procedures, and job performance expectations; monitors operation of all jail programs and staff performance; performs a variety of administrative functions and participates in the formulation and operation of jail programs and policies.

Distinguishing Characteristics

Corrections Sergeant is a stand alone classification distinguished by responsibilities associated with supervision of Corrections Officers and their activities. Assignments are received in general terms from the Corrections Lieutenants and require the use of discretion and judgment in determining appropriate courses of action. Work is reviewed by the supervisors for compliance with established policies, procedures and objectives, and the timeliness of completion of projects and effectiveness of the work unit through conferences, reports, observations and results obtained.

QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS

Required Education and Experience

- Meet all requirements of a Corrections Officer, AND
- Sixty continuous months (five years) of experience working as a full-time, paid Corrections Officer.

Required Licenses, Certificates, Examinations/Tests and Other Requirements

Please note: The incumbent is responsible for obtaining and maintaining all of the following required licenses, certifications and other requirements.

Prior to employment, the successful candidate must:

- Must pass multi-phased testing process including a credit and criminal background check through law enforcement agencies and a lie detection examination.
- Pass a medical/physical and psychological evaluation.
- Submit a copy of their State employment driving record to verify their eligibility to drive for Kitsap County.
- In accordance with RCW 41.14.100, applicants must be a citizen of the United States who can read and write the English language.

At time of appointment, the successful candidate must:

- Possess a valid Washington State Driver's License
- Be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business.

Within six months of appointment, the successful candidate must:

- Successfully complete First Level Supervision Course at the Criminal Justice Training Center and do so before the completion of probation.

Required Knowledge, Skills and Abilities

Knowledge of:

- Current Jail principles and practices.
- Problem-solving techniques.
- Controlling laws and ordinances, and the rules and regulations of the County.
- Operating procedures, mission, values and priorities of the Kitsap County Sheriff's Office.
- Inmates' rights and of jail liability issues.
- Laws relating to statutory definition of all types of crimes; search, seizure, and arrest, as well as the rules of evidence.
- Current principles of supervision, training, and management.

Skills and/or Ability to:

- Appear for scheduled work with regular, predictable and punctual attendance.
- Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy.
- Effectively plan and organize work and complete tasks within prescribed timeframes.
- Use independent judgment in deciding courses of action and to handle difficult and emergency situations without assistance.
- Work assigned, rotating shifts and over 40 hours in a workweek as needed.
- Endure verbal and mental abuse when working in an antagonistic environment.
- Properly use and care for assigned equipment.
- Impartially maintain office and County rules and regulations.
- Analyze situations quickly and objectively and to determine an appropriate course of action to be taken in an emergency.
- Lead, train, and motivate subordinates.
- Effectively plan, supervise, schedule, and evaluate the work of subordinates.
- Establish and maintain positive, effective working relationships with office personnel.
- Speak and write with clarity and accuracy.
- Demonstrate and exercise skill in the use and care of firearms.

- Physically subdue and restrain inmates in a variety of volatile, possibly dangerous situations.
- Wear protective equipment as required by the Office.
- Manage face-to-face interactions and confrontations with hostile, depressed and/or otherwise emotionally distraught suspects/inmates.
- Accurately fire weapons.
- Use various equipment associated with a jail environment, in addition to equipment such as a personal computer, telephone, copiers, printers, and other applicable technical equipment.
- Drive a vehicle.
- Incumbents are required to drive a vehicle to off-site training facilities, seminars, academies, or in the transport of inmates to appointments.

Working Conditions/Physical Activities

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Positions in this class typically require:

- Work in a jail environment, occasionally escorting inmates to court or appointments, and occasionally working in an office setting.
- Sufficient strength and flexibility to physically subdue and restrain inmates or other individuals in a variety of volatile, possibly dangerous situations as necessary.
- Wearing protective equipment as required by the Office.
- Hear voice communication and respond appropriately and to hear and understand two-way radio communications
- Sitting, walking or running, standing, bending, carrying light items.
- Driving a vehicle.
- Firing a weapon.

Incumbents may be:

- Exposed to hazardous conditions where incumbents must respond to emergencies presenting physical risks from various sources including: violent suspects/inmates, variety of potential weapons, noise, chemicals, bodily secretions, and other potential situations/dangers typical to jail settings.
- Required to work shifts, overtime, holidays and weekends, and to respond to emergencies.

Physical Requirements

ILLUSTRATIVE EXAMPLE OF DUTIES

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Duties:

- Supervise, counsel, observe assigned staff, including setting work priorities, procedures, planning, organizing, assigning, advising, motivating and training as necessary in area of responsibility (booking, care and custody of inmates, accountability and control of inmate property, transportation, prevention of inmate crime, protection of life and property, and inmate release).
- Evaluate the work of assigned staff; establish standards of performance and evaluate for each position supervised, training, recognition, discipline, transfer and termination.
- Conduct shift briefings and equipment and safety inspections. Disseminate information. Review shift schedule and assign appropriate staffing. Adjust and/or supplement staffing as needed.
- Assume primary operational control of a program, special unit, or detail of the jail, which may include the responsibility for the control of all or part of the resources designated for that activity.
- Ensure compliance with facility policies, procedures, rules and laws. Investigate alleged violations; review incident reports, and make resolution recommendations.
- Maintain the safety and security of the facility and assure the safety of inmates.
- Direct, coordinate and assist with facility inspections including inmate health, welfare and safety, facility sanitation, and facility security.
- Approve and assist in the physical search of inmates and their living areas for contraband and other prohibited items.
- Review the classification of inmates and make recommendations and/or adjustments. Review and recommend inmates for inmate worker status.
- Respond to officer use of force, inmate disturbances, accidents, and other serious or sensitive incidents, and assumes command or assists the officer in charge. Request assistance from within the office and other agencies when needed.
- Prepare reports including statistical data collection and evaluations.
- Review inmate incident/disciplinary reports, logs, and other records prepared by assigned personnel to assure accuracy, adequacy, proper content and syntax, compliance with applicable policies, rules and laws. Assure proper disposition.
- Handle inmate and citizen complaints/inquiries including conducting interviews/investigations and apply solutions to limit or prevent escalation.
- Conduct classroom and work area training, advise personnel on new laws, and ensure compliance with rules, regulations and policies to meet the Sheriff's Office values and priorities.
- Serve as the communication link between the staff and management.

- Drive County vehicles to off-site training facilities, seminars, academies, or in the transport of inmates to appointments.

Other Job Duties:

- Perform other duties as assigned.

OTHER POSITION RELATED INFORMATION

This position is:

- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)
- Covered under a collective bargaining agreement.
- Must wear the office issued uniform.

**REDLINE**
CORRECTIONS SERGEANTClassification Specification

OVERVIEW

Under direction of assigned supervisor, the incumbent supervises Corrections Officers in the operation of the Kitsap County Jail and affiliated programs; trains, schedules and assigns work to jail staff; determines or communicates policies, procedures, and job performance expectations; monitors operation of all jail programs and staff performance; performs a variety of administrative functions and participates in the formulation and operation of jail programs and policies.

Distinguishing Characteristics

Corrections Sergeant is a stand alone classification distinguished by responsibilities associated with supervision of Corrections Officers and their activities. Assignments are received in general terms from the Corrections Lieutenants and require the use of discretion and judgment in determining appropriate courses of action. Work is reviewed by the supervisors for compliance with established policies, procedures and objectives, and the timeliness of completion of projects and effectiveness of the work unit through conferences, reports, observations and results obtained.

QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS**Required Education and Experience**

- Meet all requirements of a Corrections Officer, AND
- Five years ~~Sixty continuous months (five years)~~ of experience ~~working~~ as a commissioned full-time, paid Corrections Officer, which must include three years of experience as a Corrections Officer at the Kitsap County Sheriff's Office.

Required Licenses, Certificates, Examinations/Tests and Other Requirements

Please note: *The incumbent is responsible for obtaining and maintaining all of the following required licenses, certifications and other requirements.*

Prior to employment, the successful candidate must:

- Must pass multi-phased testing process including a credit and criminal background check through law enforcement agencies and a lie detection examination.
- Pass a medical/physical and psychological evaluation.
- Submit a copy of their State employment driving record to verify their eligibility to drive for Kitsap County.
- In accordance with RCW 41.14.100, applicants must be a citizen of the United States who can read and write the English language.

At time of appointment, the successful candidate must:

- Possess a valid Washington State Driver's License

- Be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business.

Within six months of appointment, the successful candidate must:

- Successfully complete First Level Supervision Course at the Criminal Justice Training Center and do so before the completion of probation.

Required Knowledge, Skills and Abilities

Knowledge of:

- Current Jail principles and practices.
- Problem-solving techniques.
- Controlling laws and ordinances, and the rules and regulations of the County.
- Operating procedures, mission, values and priorities of the Kitsap County Sheriff's Office.
- Inmates' rights and of jail liability issues.
- Laws relating to statutory definition of all types of crimes; search, seizure, and arrest, as well as the rules of evidence.
- Current principles of supervision, training, and management.

Skills and/or Ability to:

- Appear for scheduled work with regular, predictable and punctual attendance.
- Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy.
- Effectively plan and organize work and complete tasks within prescribed timeframes.
- Use independent judgment in deciding courses of action and to handle difficult and emergency situations without assistance.
- Work assigned, rotating shifts and over 40 hours in a workweek as needed.
- Endure verbal and mental abuse when working in an antagonistic environment.
- Properly use and care for assigned equipment.
- Impartially maintain office and County rules and regulations.
- Analyze situations quickly and objectively and to determine an appropriate course of action to be taken in an emergency.
- Lead, train, and motivate subordinates.
- Effectively plan, supervise, schedule, and evaluate the work of subordinates.
- Establish and maintain positive, effective working relationships with office personnel.

- Speak and write with clarity and accuracy.
- Demonstrate and exercise skill in the use and care of firearms.
- Physically subdue and restrain inmates in a variety of volatile, possibly dangerous situations.
- Wear protective equipment as required by the Office.
- Manage face-to-face interactions and confrontations with hostile, depressed and/or otherwise emotionally distraught suspects/inmates.
- Accurately fire weapons.
- Use various equipment associated with a jail environment, in addition to equipment such as a personal computer, telephone, copiers, printers, and other applicable technical equipment.
- Drive a vehicle.
- Incumbents are required to drive a vehicle to off-site training facilities, seminars, academies, or in the transport of inmates to appointments.

Working Conditions/Physical Activities

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Positions in this class typically require:

- Work in a jail environment, occasionally escorting inmates to court or appointments, and occasionally working in an office setting.
- Sufficient strength and flexibility to physically subdue and restrain inmates or other individuals in a variety of volatile, possibly dangerous situations as necessary.
- Wearing protective equipment as required by the Office.
- Hear voice communication and respond appropriately and to hear and understand two-way radio communications
- Sitting, walking or running, standing, bending, carrying light items.
- Driving a vehicle.
- Firing a weapon.

Incumbents may be:

- Exposed to hazardous conditions where incumbents must respond to emergencies presenting physical risks from various sources including: violent suspects/inmates, variety of potential weapons, noise, chemicals, bodily secretions, and other potential situations/dangers typical to jail settings.
- Required to work shifts, overtime, holidays and weekends, and to respond to emergencies.

Physical Requirements

ILLUSTRATIVE EXAMPLE OF DUTIES

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Duties:

- Supervise, counsel, observe assigned staff, including setting work priorities, procedures, planning, organizing, assigning, advising, motivating and training as necessary in area of responsibility (booking, care and custody of inmates, accountability and control of inmate property, transportation, prevention of inmate crime, protection of life and property, and inmate release).
- Evaluate the work of assigned staff; establish standards of performance and evaluate for each position supervised, training, recognition, discipline, transfer and termination.
- Conduct shift briefings and equipment and safety inspections. Disseminate information. Review shift schedule and assign appropriate staffing. Adjust and/or supplement staffing as needed.
- Assume primary operational control of a program, special unit, or detail of the jail, which may include the responsibility for the control of all or part of the resources designated for that activity.
- Ensure compliance with facility policies, procedures, rules and laws. Investigate alleged violations; review incident reports, and make resolution recommendations.
- Maintain the safety and security of the facility and assure the safety of inmates.
- Direct, coordinate and assist with facility inspections including inmate health, welfare and safety, facility sanitation, and facility security.
- Approve and assist in the physical search of inmates and their living areas for contraband and other prohibited items.
- Review the classification of inmates and make recommendations and/or adjustments. Review and recommend inmates for inmate worker status.
- Respond to officer use of force, inmate disturbances, accidents, and other serious or sensitive incidents, and assumes command or assists the officer in charge. Request assistance from within the office and other agencies when needed.
- Prepare reports including statistical data collection and evaluations.
- Review inmate incident/disciplinary reports, logs, and other records prepared by assigned personnel to assure accuracy, adequacy, proper content and syntax, compliance with applicable policies, rules and laws. Assure proper disposition.
- Handle inmate and citizen complaints/inquiries including conducting interviews/investigations and apply solutions to limit or prevent escalation.

- Conduct classroom and work area training, advise personnel on new laws, and ensure compliance with rules, regulations and policies to meet the Sheriff's Office values and priorities.
- Serve as the communication link between the staff and management.
- Drive County vehicles to off-site training facilities, seminars, academies, or in the transport of inmates to appointments.

Other Job Duties:

- Perform other duties as assigned.

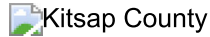
OTHER POSITION RELATED INFORMATION

This position is:

- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)
- Covered under a collective bargaining agreement.
- Must wear the office issued uniform.

Corrections Sargeant Requirements				
	Kitsap	Pierce	Snohomish	Mason
Min. Quals:	Meet all requirements of Corrections Officer		Must hold the rank of Corrections Deputy in the Snohomish County Sheriff's Office Corrections Bureau	
Min Experience	Sixty continuous months of experience working as a FT paid Corrections Officer	Must have at least two (2) years of current, continuous service as a Corrections Deputy and have successfully completed the one-year probationary period for a minimum total of three (3) years continuous service. *at Pierce County	At least 3 years of current experience at a Snohomish County Corrections Deputy as of the closing date for filing of applications. 2 years of experience as a custody deputy in another police or corrections agency may be substituted for one year of this experience requirement	Must have 1 year of experience in the current position before eligible to apply for a promotion

PROGRAMS COORDINATOR - CLASSIFICATION NON UNION



Class Code:
PR3 - NON

Bargaining Unit: NON REPRESENTED

KITSAP COUNTY
Revision Date: Jun 29, 2017

SALARY RANGE

\$59,779.20 - \$84,468.80 Annually

OVERVIEW:

Class Summary

Positions in this classification serve as a technical resource for work teams handling multi-disciplinary or technically challenging planning projects and programs. Positions coordinate program services and resources; provide consultation to program participants, and are responsible for planning, developing, implementing and coordinating service delivery within one or more County programs. Tasks include professional or technical duties, responding to difficult issues and monitoring service delivery. Program coordination also requires performance of tasks and application of knowledge unique to the program and not transferable or applicable to other areas of the organization. May serve as a lead over diverse programs or lower/entry level program staff.

A program is a specialized area with specific complex components and discrete tasks which distinguish it from the main body of an organization. A program is specific to a particular subject. The specialized tasks involve interpretation of policies, procedures and regulations, budget coordination/administration, independent functioning and typically, public contact. Duties are not of a general support nature transferable from one program to another. Performance of clerical duties is in support of incumbent's performance of specialized tasks.

Distinguishing Characteristics

This is the third level within a seven level Programs series. This classification is distinguished from the next level within the series in that Programs Analysts perform expert level work requiring experience in the program area, and may serve as a lead over professional level program staff and supervisor to lower level staff. It is distinguished from the Specialist class by professional level planning; implementing, monitoring, and coordinating of services; resolution of service problems; assessment of service needs and coordination of service delivery within a County program. It is also distinguished from the Specialist class by serving as a lead to lower level office support and program staff. Positions at this level work under general supervision and plan, organize, direct and coordinate operations for programs. Incumbents oversee daily and short-range program operations, coordinate major program functions as the program representative and resource, have extensive contact with program participants and outside entities, and resolve complaints and problems within a delegated area of authority. Incumbents may be delegated limited authority to approve budget expenditures and may assist higher-level staff with developing and coordinating statewide program activities.

Examples of Duties (May vary by position)

Within the specialized program:

- Serves as a lead by training, assigning, prioritizing, reviewing, and monitoring workflow of staff to ensure quality of work and services. Provide coaching and training to staff and/or volunteers as needed.
- Serve as on-site resource for immediate response to complaints and issues. Resolve availability and quality of service problems and analyzed or assesses service needs.
- Performs program work such as interviewing or counseling clients, assessing treatment needs, developing and administering work or treatment plans, participating in court hearings, review case materials, etc.
- Coordinates efforts between agencies, staff, providers, clients and/or volunteers; reviews legislation and provides communication of new laws, updated information, new resources and new programs available.
- Coordinate major project functions; coordinate interdepartmental or outside agency activities.
- Develops and maintains working relationships with community, regional, State and national contacts.
- Speaks to community organizations to raise interest and awareness of program.
- Provides staff support to various advisory boards and committees.
- Develops, creates, coordinating and/or purchase of program promotional materials, displays, and materials to communicate with County departments, external agencies, and the public.
- Serves as a liaison between department management and program staff; coordinates efforts between agencies, staff, providers, clients, and/or volunteers; reviews legislation and provides communication of new laws, policies, procedures, and updated information regarding new resources.
- Write reports or issue papers summarizing analysis or research.
- Gather and analyze data and conduct quality control checks.
- Coordination and support work for RFP and/or to secure contracts with vendors and contractors.
- Provides information and technical assistance to program participants, staff and outside entities regarding program content, policies and activities and recommends alternative courses of action; promotes the program with outside organizations and resources.
- Monitor and approve budget expenditures and may assist higher-level staff with developing and coordinating statewide program activities; may provide assistance in securing a grant or other funding source.
- Perform other duties as assigned.
-

Knowledge/Skills/Abilities (May vary by position)

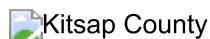
- Knowledge of the specific program area
- Knowledge of research methods
- Knowledge of relevant agencies and systems
- Knowledge of County, State, and Federal laws and regulations pertaining to the program
- Knowledge of principles and methods associated with public information dissemination
- Knowledge of project cost accounting and project management principles
- Knowledge of general government principles and procedures
- Skill in basic quantitative skills
- Skill in analysis and problem-solving
- Skill in budget development and monitoring
- Skill in gathering, manipulating and using data utilizing a computer and other tools
- Skill in providing program advice and education to the public
- Ability to effectively recruit, train, and coordinate program staff activities

Desirable Qualifications

Associate's degree in a field related to the assigned program area and four years of related experience OR Bachelor's degree in a field related to the assigned program area and two years of related experience. Master's degree may be preferred in some programs.

Additional education, licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

[Physical Requirements](#)



PROGRAMS ANALYST- CLASSIFICATION NON UNION

Class Code:
PR4 - NONAW or PR4 -
NON

Bargaining Unit: NON REPRESENTED

KITSAP COUNTY
Revision Date: May 8, 2017

SALARY RANGE

\$67,354.56 - \$95,170.26 Annually

OVERVIEW:

Class Summary

Positions in this classification serve as an expert technical resource or lead for work teams handling multi-disciplinary or technically challenging analytical or planning projects and programs. Incumbents are responsible for providing professional expertise and advice to County or community managers, directors, and officials within a program area of specialization including: planning, developing, administering and implementing program applications; analyzing program data and information; providing solutions and recommendations based on analysis of federal, State and local laws, regulations and codes; and development of operational procedures and processes.

A program is a specialized area with specific complex components and discrete tasks which distinguish it from the main body of an organization. A program is specific to a particular subject. The specialized tasks involve interpretation of policies, procedures and regulations, budget coordination/administration, independent functioning and typically, public contact. Duties are not of a general support nature transferable from one program to another. Performance of clerical duties is in support of incumbent's performance of specialized tasks.

Distinguishing Characteristics

This is the fourth level within a seven level Programs series. This classification is distinguished from the lower levels within the series in that Programs Analyst perform expert level work and may serve as a lead over program. Positions in this classification work under general direction and typically have organization-wide program responsibility. Incumbents assist higher-level staff by coordinating all aspects of program services, providing technical assistance and specialized, consultation to program participants, staff and outside entities, and recommending resolution for complex problems and issues related to the program. Incumbents assess program participants' needs and develop specialized services and training unique to the program and are responsive to the needs of participants. It is distinguished by responsibility for short and long-term planning, developing, and administering program service(s) and related processes and procedures; designing, developing, testing and implementing program applications; analyzing legislative action for program impact; and providing recommendations and solutions for program issues to County or community managers, directors and officials.

Examples of Duties (May vary by position)

Within the specialized program:

- Serves as a lead by training, assigning, prioritizing, reviewing, and monitoring workflow of staff to ensure quality of work and services. Provide coaching and training to staff

and/or volunteers as needed. May supervisor entry level staff.

- Plans, develops, designs, administers and evaluates one or more program services in the area of specialization such as: community education, compliance and enforcement, capital improvement project development, or social service delivery.
- Analyzes and evaluates service delivery including: establishing service delivery goals, priorities and strategies; researching applicable codes and regulations; compiling and synthesizing information; writing related statistical and/or narrative reports; and ensuring that the service population receives adequate and appropriate levels of service.
- Analyzes new or existing laws, rules and regulations, or socio-economic trends to determine any impact on the program or service delivery. Develops proposals and plans to address emerging issues including: developing systems, protocols, policies and procedures to meet contractual and/or legal requirements; and making recommendations to the appropriate authority to ensure continuing legal compliance and service delivery standards.
- Evaluates program performance including: establishing program goals, priorities and delivery strategies; compiling information, analyzing the effects of legislation on the program; conducting on site evaluations or inspections; and interviewing program contractors. Prepares related reports to ensure compliance with laws and guidelines.
- Perform data analysis independently or as assigned.
- Develops operational processes and service delivery procedures including: designing, testing and implementing formal educational program applications, on site inspection plans, compliance evaluation criteria or complaint resolution processes.
- Responds to sensitive inquiries and complaints; investigates the complaint matter; arranges for and coordinates third party involvement in complaint resolution.
- Provides advice and consultation to various County and community managers, directors, officials and boards including: developing and maintaining working relationships with community, regional, State and national contacts; conferring with key officials; providing formal education or training in the technical aspects of the program; and speaking to organizations or groups to raise interest and awareness of the particular program.
- Researches and securing funding sources; writes proposals, determines needs and writes, administers and manages grants and/or funds raised. Prepares, negotiates and monitors contracts and budgets with local service providers and manages the service delivery system for the assigned area.
- Assists higher-level staff in the preparation of complex comprehensive plans, summaries, recommendations, progress or special reports.
- Tracks legislative issues and develops or coordinates changes to RCW and WAC rules specific to the program.

Knowledge/Skills/Abilities (May vary by position)

- Knowledge of specific program area
- Knowledge of research methods
- Knowledge of relevant agencies and systems
- Knowledge of County, State, and Federal laws and regulations pertaining to the program
- Knowledge of contract management principles and techniques
- Knowledge of rules of grammar, spelling and punctuation used in professional report writing
- Knowledge of terminology, laws, rules, codes and regulations governing area of assignment
- Knowledge of principles and methods associated with public information dissemination
- Skill in coordinating work unit activities and handling multiple tasks
- Skill in analysis and problem-solving
- Skill in budget development and monitoring
- Skill in gathering, manipulating and using data utilizing a computer and other tools
- Skill in providing program advice and education to the public
- Skill in program evaluation, advocacy and promotion

Desirable Qualifications

Bachelor's Degree in a related field plus three years of progressively responsible experience related to the program assignment. Master's degree may be preferred or required in some programs.

Additional education, licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

[Physical Requirements](#)